

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Purchasing Expeditor

REPORTS TO: Business Administrator/Assistant to the Business Administrator

QUALIFICATIONS:

1. High School diploma or equivalent training
2. Minimum experience as determined by the Board of Education
3. Pleasant demeanor and strong interpersonal skills
4. Strong organizational skills
5. Excellent working knowledge of the Systems 3000 finance system and Microsoft Office applications
6. Ability to multi-task
7. Excellent telephone skills and ability to communicate effectively
8. Maintains confidentiality as required and appropriate
9. Knowledge of automated office equipment and efficient office procedures
10. Required criminal background check and proof of US citizenship or resident alien status.

JOB GOAL: To carry out all aspects of the purchasing function of the district in a systematic and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Process all payments for utilities and other district systems such as photo copiers, postage meters and other equipment and maintains spreadsheets on each for tracking purposes.
2. Prepare and distribute Board of Education notices.
3. Maintain vendor records including all required specifications.
4. Assist district staff with purchasing of supplies, equipment and furniture.
5. Handle and organize general office work.
6. Assist district staff with inquiries and problems for vendor numbers.
7. Maintain logs for reimbursement and distribute uniform orders for Local 32.
8. Maintain inventory and order paper/envelopes for district; supplies for CEC; and district furniture as assigned by Business Administrator.

9. Responsible for maintenance of Records Retention Room including accurate organization of all files.
10. Receive and organize files from all locations throughout district.
11. Process microfilming of student and employee records.
12. Accurately follow proper procedures for destruction of district records as required by New Jersey statutes.
13. Follow proper procedures for Shredding documents as needed.
14. Perform such other duties as may be assigned.

Approved: 5/12/09

Revised: 7/20/17

Legal References:

JD/Central Office